

# Sound Bites of Nutrition

## On-Site Presenter's Handbook



Thanks  
for being  
an  
On-Site  
Presenter



# Goal of the Comfortable

Ensure the On-site Presenter is confident, clear, well-informed, and excited about his/her job as the On-site Presenter for the first five classes of the Sound Bites of Nutrition Course.

## Objectives of On-Site Presenter Handbook

The on-site presenter will be able to:

1. Define their role, function, and responsibilities during the Sound Bites of Nutrition classes.
2. Identify the materials needed for the classes.
3. Know the important skills necessary for facilitating the Sound Bites of Nutrition classes.
4. Trouble shoot should problems arise during the telecast classes.
5. List the duties they will have to perform before, during and after each class.

---

# Purpose of Sound Bites of Nutrition

Texas Department of Health, WIC Program is designing a series of satellite nutrition classes. The entire course includes information on: general, prenatal, postpartum, infant and child nutrition.

The course objectives are to:

- provide nutritionists and staff with the pertinent information to perform essential competencies important for nutrition counseling and teaching.
- to ensure that nutrition educators have the same foundation on nutrition principles.
- create an active learning experience assessable to the staff of Texas WIC and other interested programs who provide nutrition counseling and education services.

Part One - The First Five Classes:

<b>Essentials in Nutrition</b>	September 1, 1999
<b>Prenatal Nutrition</b>	October 1, 1999
<b>Nutrition in Motherhood</b>	November 1, 1999
<b>Infant Nutrition</b>	December 1, 1999
<b>Child Nutrition</b>	January 10, 2000

\*Each class is from 8:30 am to 3:30 pm.

8:30 am - 9:00 am Pre-workshop

9:00 am - 1:00 pm satellite broadcast

1:00 pm - 2:00 pm Lunch

2:00 pm - 3:30 pm Post-workshop

Pre and post satellite times are for activities.

Materials for the program:

- Texas WIC attendees will be provided with the text book and training guide binder. On-site presenters will distribute these the day of the class.
- Handouts will also be available on the Internet to download at <http://www.tdh.state.tx.us/wictr/soundbites.htm>
- Out of state downlink sites will get one copy of the training guide to make copies for their attendees or they can download it off the web page.
- *Perspectives in Nutrition* by Gordon M. Wardlaw (ISBN 0-07-092078-8) is the textbook required for the course. To obtain a copy of the textbook contact McGraw-Hill at 800-338-3987 or Toni Banks at 212-337-5012.

Questions?:

- Contact Nancy Liedtke at 512-406-0744 or [Nancy.Liedtke@tdh.state.tx.us](mailto:Nancy.Liedtke@tdh.state.tx.us) with class content questions.
- Contact Missy Hammer at 512-406-0744 or [Missy.Hammer@tdh.state.tx.us](mailto:Missy.Hammer@tdh.state.tx.us) with registration and downlink questions.

See the webpage, [Http://www.tdh.state.tx.us/wictr/soundbites.htm](http://www.tdh.state.tx.us/wictr/soundbites.htm) for the topics covered in the first five classes.

# Teaching Skills

# The Art of Asking Questions

Two types of questions are used when obtaining information, open-ended and close-ended.

**Open-ended questions** allow for a free-flow of response from the participant.

Examples of open-ended questions include:

- What did you eat yesterday?
- Where is the pencil sharpener located?
- Who is going to finish writing the lesson?
- What food do you especially like or dislike?
- Why do you like to eat these foods?
- Tell me what you know about breastfeeding.

**Close-ended questions** provide “yes” or “no” answers. These types of questions generally provide the least amount of information.

Examples of close-ended questions include:

- Do you live in this area?
- Do you know how to get to the mall?
- Do you like milk?
- Do you take prenatal vitamins?
- Is your baby getting enough milk?

Change these close-ended questions to open-ended questions.

Close-Ended	Open-Ended
Do you live in this area?	
Do you know how to get to the mall?	
Do you like milk?	
Do you take prenatal vitamins?	

# Learning Styles

Learning styles will be emphasized during different activities. It will be stressing the importance of incorporating visual, auditory and kinesthetic components when teaching and counseling.

- I. Learning activities - how will you teach the information you want the trainees to know?
  - a. Dictated by objective
  - b. Ways to Teach
    1. Passive
      - aa. Lecture
      - bb. Demonstration
      - cc. Speaker roleplay
      - dd. Videos, slide/tape programs, flipcharts
    2. Active
      - aa. Question and answer
      - bb. General discussion
      - cc. Listing
      - dd. Experience sharing
      - ee. Group discussion
      - ff. Individual research
    3. Practice
      - aa. Audience role play
      - bb. Case study
      - cc. Games
      - dd. Skills practice
      - ee. Activity centers
      - ff. Homework
  - c. Learning Styles
    1. Watchers - passive
    2. Listeners - passive
    3. Talkers - active/practice
    4. Readers/writers - active/practice
    5. Movers - practice
    6. Touchers - practice
    7. Smeller/Taster - practice
  - d. General Tips
    1. Use accurate, up-to-date information - know your subject
    2. Give short message
      - a. Keep it simple - Need to know vs nice to know
      - b. Keep it specific - concrete vs abstract
    3. Tie to the familiar - build on present knowledge
    4. Present in a logical way

5. Let people talk, show, write
6. Use a variety of teaching methods to meet the needs of a variety of learning styles

## II. Adults Learners

- A. Like to determine their own learning experiences
  1. Want to choose class they attend
  2. Want information to meet their needs
- B. Want to be introduced to others in the group
  1. Let class introduce themselves
  2. Have class wear name tags
- C. Learn from other's experiences
  1. Want to share information
  2. Want to hear from others
- D. Want practical answers for today's problems
  1. Want information to meet needs
  2. Want how-tos not whys
- E. Want to be physically comfortable
  1. Comfortable chairs, room temperature
  2. Room arranged so people are close and can see everyone else
  3. No glare on visuals or teacher
  4. Minimum outside noise
- F. Hate to have time wasted
  1. Start on time
  2. Get to the point



# LEARNING STYLES INVENTORY

Check the ways you think you learn best:

1. \_\_\_ watching films, videos
2. \_\_\_ listening to lectures
3. \_\_\_ participating in a group discussion
4. \_\_\_ reading assignments
5. \_\_\_ role-playing
6. \_\_\_ doing a project
7. \_\_\_ telling the difference between objects by smell
8. \_\_\_ watching television
9. \_\_\_ listening to audiotapes
10. \_\_\_ being part of a panel discussion
11. \_\_\_ doing a written report
12. \_\_\_ doing a skill without talking
13. \_\_\_ drawing, painting, sculpting
14. \_\_\_ tasting
15. \_\_\_ watching slides
16. \_\_\_ listening to records
17. \_\_\_ participating in a question/answer session
18. \_\_\_ reading independently
19. \_\_\_ practicing something by doing the skill
20. \_\_\_ building a model
21. \_\_\_ using scented materials (scratch & sniff)
22. \_\_\_ using graphs, tables and charts
23. \_\_\_ listening to others recite
24. \_\_\_ interviewing others
25. \_\_\_ writing
26. \_\_\_ participating in physical games
27. \_\_\_ touching objects
28. \_\_\_ remembering an item by its smell or taste

Circle the numbers that correspond to your answer:

- A. 1, 8, 15, 22
- B. 2, 9, 16, 23
- C. 3, 10, 17, 24
- D. 4, 11, 18, 25
- E. 5, 12, 19, 26
- F. 6, 13, 20, 27
- G. 7, 14, 21, 28

Reference: Principles of Human Resource Development (pp.215-218) .

## LEARNING STYLES RESULTS

- A. Watchers - passive
- B. Listeners - passive
- C. Talkers - active/practice
- D. Readers/writers - active/practice
- E. Movers - practice
- F. Touchers - practice
- G. Smeller/Taster - practice

# Bright Ideas For Nutrition Educators

Concept by Susan Miller and adapted by Colorado Nutrition Services/WIC Program.

For a more information about Bright Ideas contact Chan McDermott at 512-406-0744. Also keep checking the web page. We are trying to upload Chan's presentation on Bright Ideas so that you can be more familiar with the concepts.

A video from the Colorado WIC program is a useful tool to demonstrate the Bright Ideas in action. See the page on Material Information for getting a copy of the video.

# Logistics

# Dear Wonderful On-Site Presenter:

*Enclosed are your facilitator instructions.*

*Read through the materials carefully as soon as possible. If you have any questions, please contact Nancy Liedtke or Missy Hammer at (512) 406-0744.*

*You should arrive at your facility at least on-half hour early to set up a registration table and check in with your technical support person handling the satellite downlink. Don't forget to bring a helper.*

*The telecast will start promptly at the time listed on the agenda. You should make provisions for those who are late by designating a special area outside the room to sign in and at the rear of the room for them to sit so that they don't disturb others when they arrive.*

*Remember to bring all the materials for the class and important phone numbers that you may need during the day.*

*After the class is over, it will be your responsibility to return all the forms to Missy Hammer within a week. Please be sure that each form is filled out completely. Send forms to Missy Hammer, Bureau of Nutrition Services - M-260, Texas Department of Health, 1100 W. 49<sup>th</sup> Street, Austin, TX 78756.*

*Thank you again for your help in being an essential part of the Sound Bites of Nutrition Series.*

*Sincerely  
WIC State Agency Training Staff*

# Duties in a Nutshell

## What is a Satellite Telecast?

Satellite training alone is a non-interactive medium. It's like watching a live TV show with a large group. Training is delivered via satellite to downlink sites. The only way to view a satellite telecast is if the facility has a satellite dish and is able to zero in on the appropriate galaxy and channel.

Attendees at the sites can watch and then respond via a phone and/or fax. In Sound Bites of Nutrition classes attendees questions are only going to be faxed into the studio. The presenters cannot see the downlink site attendees.

## How Can a Satellite Telecast be Interactive?

Having someone like you, and on-site presenter, personalizes the satellite telecast. It also enables the downlink sites to become interactive - become alive. On-site presenters encourage interactions among attendees, and do basic troubleshooting in case of unexpected events. Sound Bites of Nutrition On-site Presenters will:

- create a positive learning environment,
- welcome attendees,
- bring and distribute printed materials,
- facilitate any of the activities during the pre-workshop, telecast, and post-workshop,
- promote applying effective counseling skills during activities such as open-ended questions, the Bright Ideas, and learning styles,
- encourage attendees to write questions so they can be faxed in to the studio,
- troubleshoot facility problems,
- verify that individuals complete CEU requirements, and
- assure that forms are filled out and sent to the state office.

# Creating a Positive Learning Environment

If possible, the on-site presenter should try to visit the downlink site beforehand. At the very least, arrive at the site early to see that the room setup and technical arrangements are as expected. Know how many are planning to attend and make sure there is enough room. Decorate the room or yourself if you are so inclined.

Attendees can learn better if their needs are met and they are aware of housekeeping information ahead of time. During the pre-workshop:

- Introduce yourself and your helper/s.
- Go over the class day so they know what to expect.
- Inform them of the whereabouts of the restrooms, water fountains, public phones, nearby eating places or a break room, and vending machines. *It might help if you know where a copy machine is in case you need one.*
- Suggest some ground rules such as turning beepers on vibrating mode, answering cell phone calls outside of the room, abiding by any rules of the facility like no food or drink in the conference room, and leaving the room as they found it.
- Other ground rules might be to encourage their full participation, direct all questions to the on-site presenter, limit side conversations, don't ask any special favors of the people working in the facility - we are all guests for the day, beware of that people are working in the facility and most importantly enjoy themselves.
- Encourage them to write down questions and give them to you during the telecast so they can be faxed in.
- Know who to call if the room is too hot or too cold. Also know how to control the lights.
- Decorate the room if you can. Make it appropriate for the learning that is going to take place.



## Before Hand

- Participate in a pre- phone conference call. Check with facility and technical support person. Set up room. Organize materials. Arrange for a helper to assist during class day. Ensure you have enough training guides for the attendees. Ensure adequate audio visuals and fax are at the site. Get satellite on correct channel. See Downlink instruction checklist/worksheet in the downlink section of this manual.

## The Class Day

8:00 am CST	Arrive at downlink site. Check in with technical support person. You and your helper/assistant get organized and set up.
8:30 am CST	Sign In, Handout textbooks, binders, fax forms and name tags (optional). Instruct attendees to fill out pre-workshop forms. Use satellite test time to make sure you are on the right channel.
8:45 am CST	Start pre-workshop activity. Collect pre-workshop forms before 9:00 am.
9:00 am CST	Telecast begins. Collect any questions and fax in to studio. Facilitate activities and get attendees involved.
≈ 10:30 am CST	Break - Still time to fax in questions.
10:45 am CST	Telecast continues. Collect any questions and fax in to studio. Facilitate activities and get attendees involved.
≈ 11:45 am CST	Break - Still time to fax more questions.
12:00 pm CST	Telecast continues. Collect any questions and fax in to studio. Facilitate activities and get attendees involved.
1:00 pm CST	Telecast is over. Break for Lunch. For Oct thru Jan satellite classes show Colorado counseling video to newcomers who have not yet seen the video. Conduct the Bright Idea activity.
2:00 pm CST	Post-workshop begins. Conduct activities. Instruct attendees to complete post-workshop forms. Collect forms. Handout certificates. Have attendees sign out. Tidy up and check out of the facility.

## Afterwards

- Tally evaluations. Mail all forms back to Missy Hammer. See Downlink instruction checklist/worksheet in the downlink section of this manual.
- Pat yourself on the back for a job well done ☺.

**Sound Bites of Nutrition  
Satellite Teleconference**

Facsimile Transmittal Sheet

To: <b>Texas WIC Sound Bites</b>	Downlink City & State:
FAX #: <b>1-888-935-2012</b>	From:

Have a question or two you want answered? Jot it down here and fax it to the studio. Questions will be answered live as time allows. Remember to print your questions clearly. Responses to questions not answered during the live broadcast will be posted on the Texas Department of Health's WIC Training web page located at [www.tdh.state.tx.us/wictr/soundbites.htm](http://www.tdh.state.tx.us/wictr/soundbites.htm). Thank you.

# Downlink Information

## Sound Bites of Nutrition

### Satellite Series

Sept. 1, Oct. 1, Nov. 1, Dec. 1, 1999, and Jan. 10, 2000

8:30 a.m. to 3:30 p.m. CST



*(actual satellite broadcast from 9:00 a.m. to 1:00 p.m.*

*pre- and post-conference activities will be from 8:30-9:00 a.m. and 2:00-3:30 p.m.)*

Satellite info for all dates.

Panamsat GALAXY 6

C-BAND

Location: 99 degrees West Longitude

Transponder/Channel: 9 (September only)

5 (October thru January)

Downlink Frequency: 3800 Mhz

Audio: 6.2/6.8

To call-in questions live to the show: 1-888-935-2010

To fax-in questions live to the show: 1-888-935-2012

For satellite trouble call master control: 1-888-935-2009

Test signal any time **prior** to class start date by using the attached program listing.

Look for a religious feed on Channel 6. It will say the Shepherd's Chapel Channel.

That way you know you're receiving the correct satellite feed. Call master control at

1-888-999-1997 prior to the broadcast day if you have trouble receiving this signal.

Signal tuning to begin at 8:30 a.m. CST on the day of the program.

### **IMPORTANT NOTE FOR DOWNLINK SITES:**

Go to what you think should be Galaxy 6 and go to Channel 6. You should see the Shepherd's Chapel programming. If you do not, then you are on the wrong satellite. Try to dial in Galaxy 4. That is the "old" listing and Galaxy 6 might be in that space. Give mastercontrol a call at 1-888-999-1999 if you have problems. The help desk tech is on vacation the week of August 16<sup>th</sup> but will return Monday, August 23<sup>rd</sup>.

If you have questions, call Missy Hammer at 512/406-0757 or email Missy at <Missy.Hammer@tdh.state.tx.us>.

## Downlink Instruction Checklist/Worksheet

Make a copy for each class

Fill in the blanks.

On-Site Presenter: \_\_\_\_\_ Date of Broadcast: \_\_\_\_\_

Downlink Site Facility Name: \_\_\_\_\_

Downlink Site Facility Address: \_\_\_\_\_

Downlink Site Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_

Check off as each is completed to assist in your duties as the on-site presenter.

### **≈2 weeks prior**

- ☐ Called and introduced myself to the contact person at the downlink site.
- ☐ Tested coordinates at site to ensure proper connections.
- ☐ Discussed room set-up and expected number of participants with contact person as well as my arrival time and availability of room at that time.
- ☐ Arranged for a table during registration and nearby fax machine.
- ☐ Arranged for a TV and VCR in room.
- ☐ Received conference materials from WIC State Office. (If you haven't received, call the Training Section at 512/406-0740 or 0744 ASAP).

### **≈1 week prior**

- ☐ Arranged for an assistant to help with registration and various tasks during telecast day.
- ☐ Made copies of necessary papers needed before, during, and after conference.
- ☐ Purchased and/or collected and adequate amount of supplies for activities.
- ☐ Gone over activities to refresh memory.

### **Within 1 week after class (Texas Only)**

- ☐ Summarized evaluations and send to Missy Hammer at the WIC State Office, Training Section.
- ☐ Sent sign-in/participant registration forms and sign out sheets for attendees to Missy.
- ☐ Contacted the WIC State Office if you experienced problems with the satellite transmission (excluding weather-related conditions).

*Thank you for your assistance and helping make these classes a great success! ☺*

# Registration Instructions

- Be prepared!
- Arrive early!
- Get help!

That pretty much sums it up! Okay,

Be sure to have plenty of pens and pencils for everyone to sign in and fill an evaluation. Keep an eye open if you have limited supplies, they will walk off with every pen or pencil you have if you don't watch them!



Know your surroundings. As the on-site presenter, attendees will come to you to ask where the restrooms are located, a breakroom or cafeteria, and local restaurants. When your directing people, speak up so that others can hear that are around you. Otherwise, you'll be repeating yourself frequently.

Keep track of time. Let your helper/assistant get people registered so you can tend to the duty of conducting the pre-workshop activities as well as completing the pre-test.

Remember to have an area outside of or at the rear of the room for late-comers.

# On-Site Presenter Tool Kit

- ✓ On-Site Presenter Handbook
- ✓ Sound Bites of Nutrition Training Guide Binder
- ✓ Perspectives in Nutrition Textbook
- ✓ Flip Chart Paper
- ✓ Colorful Markers
- ✓ Masking Tape
- ✓ Index Cards
- ✓ Colorful Post-it Notes
- ✓ Noise Maker
- ✓ Activity Prizes
- ✓ Scissors
- ✓ Pens & Pencils
- ✓ Extra copies of Fax-in-question sheet
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

# Phone Numbers to Have at All Times

Trouble with the transmission	888-935-2009
Nutrition Training Section, State Agency	512-406-0744
Training Section, State Agency	512-406-0740
Fax # to send in questions during telecast	888-935-2012
Downlink Technical Support Person Beeper #	<hr/> <hr/>
Fax Trouble Operator	888-935-2010
CEU Contact, Missy Hammer	512-406-0744, ext 757
Content Person, Nancy Liedtke	512-406-0744, ext 247
Content Person, Shirley Ellis	512-406-0744, ext 304



# What to do if...

- There are not enough materials:
  - Ask people to share
  - Copy some more off during the break
  - Print some more off the website(<http://www.tdh.state.tx.us/wictr/soundbites.htm>)
- If the satellite telecast doesn't come through:
  - Call the downlink technical support person
  - Have an experienced nutritionist conduct the class by going through the training guide with the attendees. The On-site Presenter can still conduct the activities.
  - Arrange for attendees to return, 2+ weeks after the telecast date, and conduct a "make-up" class by showing a taped version of the telecast and conducting the pre- and post- workshop activities.
- If the fax machine doesn't work or isn't available:
  - Call the fax trouble operator number. Give them the questions and they will fax them over to the studio. Refer to your phone number list.
  - Fax the questions to 512-406-0722 after the telecast day and all questions will be posted on the website approximately 2 weeks following a class.

# Sound Bites of Nutrition Presenters

Name **Elizabeth Bruns**

Credentials RD, LD

Title Nutrition Training Specialist

Nutrition Trainer for the State Agency for six years. Prior experience as a WIC Nutritionist and Coordinator in local agency clinics. Experience as a clinical dietitian at Texas Osteopathic Medical Center. Mother of one son.

Name **Victoria Cummings**

Credentials MS

Title Assistant Training Director

Master Degree in Public Health Nutrition. Prior experience as a Nutritionist with the Dallas WIC clinic and a community based medical clinic. Trainer with 15 years experience, including 7 years at Texas WIC training on topics such as Certification and Eligibility to Customer Service, Civil Rights, Supervisory Skills and Seven Habits of Highly Effective People. Community-based trainer on diabetes and hypertension. Counseled many women with infants and children. Mother of two sons.

Name **Shirley Ellis**

Credentials MS, RD

Title Nutrition Training Specialist

Nutrition trainer for four years. Member of the Texas Breastfeeding Initiative planning committee. Master's in Food Science. TDH trained Certified Breastfeeding Educator. Conducts staff training on nutrition and breastfeeding promotion/support.

Name **Nancy Liedtke**

Credentials MS

Title Nutrition Training Specialist

Master's degree in food science and Human Nutrition. Prior experience as a nutrition educator for adult learners; undergraduates, health professionals and teachers. Experience in curriculum development and revision and in nutritional assessment and counseling of breastfeeding women. Mother of a son.

Name **Janet Rourke**

Credentials MSHP, LD, CLE

Title(s) Nutrition Training Program Coordinator, Texas Breastfeeding Initiative Chair person

Masters degree in health education, UCLA-certified Lactation Educator. Conducts staff training on nutrition topics and breastfeeding promotion and support. Speaker at breastfeeding conferences, Vice-President of Healthy Mothers, Healthy Babies Coalition, Austin Chapter, thirteen years experience promoting and supporting breastfeeding through WIC, prior experience as a workshop and conference planner. Mother of two sons.

# Material Information

## **Training Guide for each class**

- Shipped to Texas WIC On-site Presenters 1 week prior to the class.
- Available on the web for Non-WIC and Out-of-State Attendees. On-site Presenters for all locations that are **NOT** downlink sites for Texas WIC attendees please print the training guide for everyone attending at your location. Training guides and On-site Presenter handbooks will be available at least 2 weeks prior to the class on the following webpages.

On-Site Presenter General Handbook <http://www.tdh.state.tx.us/wictr/soundbites.htm>

Essentials in Nutrition, Sept 1, 1999 <http://www.tdh.state.tx.us/wictr/essentials999.htm>

Prenatal Nutrition, Oct 1, 1999

<http://www.tdh.state.tx.us/wictr/Prenatal1099.htm>

Nutrition in Motherhood, Nov 1, 1999

<http://www.tdh.state.tx.us/wictr/Motherhood1199.htm>

Infant Nutrition, Dec 1, 1999

<http://www.tdh.state.tx.us/wictr/Infant1299.htm>

Child Nutrition, Jan 10, 2000

<http://www.tdh.state.tx.us/wictr/Child100.htm>

## **Perspectives in Nutrition textbook**

Perspectives in Nutrition, 4<sup>th</sup> edition, 1999, Author Gordon Wardlaw,

Publisher WCB McGraw-Hill, Contact Person at McGraw-Hill is Toni Banks at 212-337-5012, [toni\\_banks@mcgraw-hill.com](mailto:toni_banks@mcgraw-hill.com)

## **Colorado Counseling Video**

Colorado Department of Public Health and Environment

Nutrition Services/WIC Program

4300 Cherry Creek Drive South

Denver, Colorado 80246-1530

303-692-2400

Fax: 303-756-9926

Contact Shirley Babler

# Sound Bites of Nutrition Class

## **Pre-Workshop** (Conducted by the On-Site Presenter)

- Sign-in
- Pre-test
- Activity

## **Telecast** (Presented by TDH staff via satellite)

- Presentations
- Activities
- Q & A

## **Post-Workshop** (Conducted by the On-Site Presenter)

- Activities
- Post-test
- Evaluation
- Sign-out

# Format of the Telecast

- Telecast starts at 9:00 am Central Standard Time
- Moderator to introduce speakers and presentations, interview experts and facilitate question and answer segments.
- Live presentations by WIC training staff.
- Concert Reviews - time to review not socialize. Reviews enhance the learning process.
- Guest expert
- Taped shows covering specific topics:
  - Kitchen show
  - Lab show
  - Clinic show
- Nutrition News Break
- Short activities done at downlink sites. Timer will be ticking.
- Comic Relief with Andie Loonie
- Two 15 minute breaks
- Two Question and Answer segments, questions are faxed into studio.
- Telecast ends at 1:00 pm Central Standard Time
- VHS tapes available 2 weeks after the class on a lending basis only. Contact Missy Hammer at 512-406-0744.

# Certificates for the Classes



## Certificate of Attendance



This certifies that

---

attended

### **Sound Bites of Nutrition: Essentials in Nutrition Satellite Teleconference**

held on

**September 1, 1999**

sponsored by

**Texas Department of Health  
Bureau of Nutrition Services  
Austin, Texas**

**Linda Brumble**

Training Director  
TDH-WIC

---

Signature, On-Site Presenter

Total clock hours attended (excludes break, meal, etc.) \_\_\_\_\_



# Certificate of Attendance



This certifies that

\_\_\_\_\_

attended

## Sound Bites of Nutrition: Prenatal Nutrition Satellite Teleconference

held on

**October 1, 1999**

sponsored by

**Texas Department of Health  
Bureau of Nutrition Services  
Austin, Texas**

**Linda Brumble**

Training Director  
TDH-WIC

\_\_\_\_\_  
Signature, On-Site Presenter

Total clock hours attended (excludes break, meal, etc.) \_\_\_\_\_





## Certificate of Attendance



This certifies that

---

attended

### **Sound Bites of Nutrition: Nutrition in Motherhood Satellite Teleconference**

held on

**November 1, 1999**

sponsored by

**Texas Department of Health  
Bureau of Nutrition Services  
Austin, Texas**

**Linda Brumble**

Training Director  
TDH-WIC

---

Signature, On-Site Presenter

Total clock hours attended (excludes break, meal, etc.) \_\_\_\_\_



# Certificate of Attendance



This certifies that

\_\_\_\_\_

attended

## **Sound Bites of Nutrition: Infant Nutrition Satellite Teleconference**

held on

**December 1, 1999**

sponsored by

**Texas Department of Health  
Bureau of Nutrition Services  
Austin, Texas**

**Linda Brumble**

Training Director  
TDH-WIC

Signature, On-Site Presenter  
\_\_\_\_\_

Total clock hours attended (excludes break, meal, etc.) \_\_\_\_\_



## Certificate of Attendance



This certifies that

---

attended

### **Sound Bites of Nutrition: Child Nutrition Satellite Teleconference**

held on

**January 10, 2000**

sponsored by

**Texas Department of Health  
Bureau of Nutrition Services  
Austin, Texas**

**Linda Brumble**

Training Director  
TDH-WIC

---

Signature, On-Site Presenter

Total clock hours attended (excludes break, meal, etc.) \_\_\_\_\_

# CEU & Evaluation Information

**CEU Forms are available by calling Missy Hammer at 512-406-0744.  
Supplies may be limited.**

# CEU Instructions

**Nurses and Social Workers must complete the following in order to be eligible for CEUs:**

- **Participant Registration Form (aka Sign-in Sheet)**
- **Participant Feedback (aka Evaluation)**
- **Sign-out Form**

**Registered Dietitians and Dietetic Technicians Registered must complete the following to be eligible for CEUs:**

- **Sign-out Form**

**You will need to have enough copies on-hand during each class. The forms for the classes October thru January will/may be different. Camera-ready copies will be sent at a later date or made available on the webpage. { <http://www.tdh.state.tx.us/wictr/soundbites.htm> }**

**All participants, regardless of profession or title, must complete the Training Registration Form found in the Training Guide (this is found in the pre-workshop section). This is for TDH-WIC records to track attendance at our classes. It is requested that everyone fill out an evaluation but not required.**

**Dietetic: Mail form to the address on the form. On the yellow carbon copy, indicate date mailed and send to Missy Hammer along with the nurses CEU information requested below. The original must be mailed to ADA within three (3) weeks.**

**Nurse: The sign-in sheet (Participant Registration Form) for nurses and the summary report of evaluations (Participant Feedback Form) will need to be submitted to Missy Hammer within one (1) week after each class. A diskette has been included with the tally/summary form. Mail all paperwork via express courier, ideally overnight or second-day air, so it can be traced if lost.**

**Missy Hammer  
Texas Department of Health -WIC  
8712 Shoal Creek Blvd., Suite 200-B  
Austin, Texas 78758  
512/406-0757**

**Thank you for your hard work in making these classes a great success. It couldn't be done without your help.**

August 20, 1999

Dear On-Site Presenter:

Thank you for taking on this task! I appreciate your assistance with the Sound Bites of Nutrition classes and your commitment to your participants and nutrition education.

Following is the summary report needed to submit to the TDH Continuing Nursing Education Program. This needs to be completed and returned to me on a diskette within one (1) week after each class. If at any time you have questions, please feel free to contact me at 512/406-0757 or by email at Missy.Hammer@tdh.state.tx.us.

The final report has to be to the TDH CNE Office within three (3) weeks after the class. It is imperative that you send this to me on time as TDH CNE office is undergoing a major change in the provider of nursing CEUs effective October 1, 1999 and they will need final reports for all outstanding classes by September 25, 1999. They tell me that there will be a de-emphasis on paperwork with the new provider so hopefully, this job won't be so long and drawn out for the next classes. (Keep your fingers crossed! I know I am!)

Along with the summary on diskette, please submit the alphabetized "Participant Registration Forms" (aka Sign-in Sheets). These will need to be sent to:

Missy Hammer  
WIC Support Training Section  
Texas Department of Health  
1100 W. 49<sup>th</sup> St.  
Austin, TX 78756

Again, my sincerest gratitude for your assistance.

Respectfully,

***Missy Hammer***

Missy Hammer  
Conference and Distance Learning Technician  
WIC Support Training Section  
Texas Department of Health